



BOARD OF GOVERNORS  
OF THE  
**FEDERAL RESERVE SYSTEM**  
WASHINGTON, D. C. 20551

DIVISION OF  
INFORMATION TECHNOLOGY

December 15, 2005

TO: HMDA Processing Contact- Compliance Officer  
Home Mortgage Disclosure Act Data

FROM: Patricia Dykes, Manager  
CRA/HMDA Operations Unit

In accordance with the Home Mortgage Disclosure Act (HMDA), the Federal Reserve Board's Regulation C requires certain institutions to submit annual reports of their mortgage-related lending activity. To assist you with meeting the requirements of Regulation C, the Federal Financial Institutions Examination Council (FFIEC) has provided the Data Entry Software, at no charge, to use in collecting 2006 HMDA data. This software can only be downloaded from the Internet at <http://www.ffiec.gov/hmda>. It is strongly recommended that you have a 56K or faster connection in order to complete the download in a reasonable amount of time. This memorandum outlines enhancements to the FFIEC's 2006 Data Entry Software (Version 3.20) from last year's 2005 version. In addition, there are some important reminders for submitting calendar year (CY) 2005 data.

### **CY 2006 HMDA SOFTWARE**

Lending data that consists of loans and applications for home purchases, home improvements and refinancings for CY 2006 must be submitted between January 1, 2007 and March 1, 2007 in the form of a Loan/Application Register (LAR). The Data Entry Software will assist you in collecting and submitting your 2006 HMDA data in an appropriate machine-readable format.

If you elect to use the FFIEC software to collect and submit CY 2006 HMDA data, you must install the most current software, Version 3.20. Version 3.20 accommodates 2004 through 2006 HMDA reporting requirements and includes updated edits and file specifications.

Note, if you choose not to use the FFIEC Data Entry Software, you must:

- Use software that conforms **exactly** to the FFIEC 2006 file specifications required by your regulator for Regulation C reporting (<http://www.ffiec.gov/hmda/fileformats.htm>).
- **Edit** the data before submitting using the FFIEC 2006 HMDA edits, made available by the Board of Governors. The file specifications and edits for 2006 can be obtained via the FFIEC HMDA web site (<http://www.ffiec.gov/hmda/edits.htm>).

### **Internet E-mail Submission and Mailing Address**

For the past few years, we have encouraged you to submit your data via Internet e-mail. As a result of the heightened security, it has become more important for you to submit your encrypted data file via e-mail.

To submit data via Internet e-mail you must encrypt the data using the Export option from the Front Page. Choose "Export to Regulatory Agency via Internet E-mail" to successfully create an encrypted for Internet submission. No other encryption software will be accepted. If you do not use the HMDA software for collecting and preparing your data, you must install the Internet Submission component of the HMDA software on your PC and run the program against your HMDA data file. Next, attach the encrypted file (HMDAENCR.enc) to an e-mail message and submit to **HMDASUB@frb.gov**. To maintain the integrity of the encryption, do not open the encrypted file; this prohibits the ability to process the file. Refer to the HMDA software Help files for information that should be included in the text of the e-mail message. All institutions regulated by the FDIC, NCUA, OCC, OTS or HUD should send their electronic data submissions to **HMDASUB@frb.gov**.

If you choose to submit via diskette or CD-ROM, the submission should be sent by overnight carrier to:

**Federal Reserve Board  
Attention: HMDA Processing, (Insert Regulatory Agency- FDIC, OCC, OTS, NCUA or HUD)  
20<sup>th</sup> & Constitution Avenue, NW  
MS N502  
Washington, DC 20551-0001**

#### **UPDATES TO THE 2006 HMDA SOFTWARE**

- FFIEC supports the HMDA software (Version 3.20) to run only in a Windows environment. The FFIEC software is NOT network compatible.
- Minimum hardware requirements for the 2006 software are: Pentium or equivalent processor; Windows 2000, or XP; 32MB of RAM; 40MB free disk space; Super VGA monitor; Mouse; 1.44MB diskette drive (for exporting data).
- Version 3.20 supports collection of CY 2004 through 2006 HMDA data.
- Version 3.20 requires the user to install the software into the default directory, C:\HMDADES; this will ensure access to prior years' HMDA data. Users should follow the installation instructions provided on the FFIEC HMDA web site. We strongly discourage users from manipulating version 3.20's default directory because it could delete or render prior years' of HMDA data unreadable.
- Reports can now be exported in portable document format (PDF). This includes the error report, data listing report and institution register summary.

The Federal Reserve Board will accept HMDA data via the following media: Internet e-mail, diskette, CD-ROM, or on paper. (Paper copies can be submitted only if you have fewer than 25 reportable loans.)

Whichever method you choose, remember to retain a copy of your LAR data and any necessary reports for your files. If you submit via diskette, CD-ROM, or paper, send the originals to the Federal Reserve Board in Washington, DC at the address noted in this letter. Label each diskette or CD-ROM as shown below, using the appropriate information:

Respondent ID/agency code  
Institution name  
Contact name, phone and fax number  
Total number of LAR records being submitted

Number each diskette/CD-ROM within set (e.g., 1 of 1, 1 of 2, etc.)

### **ASSISTANCE FOR COLLECTING AND REPORTING HMDA DATA**

If you need assistance in collecting and reporting HMDA data please refer to the recently updated HMDA Resource Quick Reference (<http://www.ffiec.gov/hmda/quick.htm>).

If you have further questions, contact [HMDAHELP@frb.gov](mailto:HMDAHELP@frb.gov) or the HMDA Assistance line at **(202) 452-2016**. Check out the FFIEC HMDA web site at <http://www.ffiec.gov/hmda> to view and download additional reporting information.